

COMPUTER CLASSES

MPTC COMPUTER CLASS HELD AT THE SENIOR CENTER

2013 SCHEDULE

(January—May)



MORAIN E
PARK
TECHNICAL COLLEGE

The Fond du Lac Senior Center is proud to partner with MPTC to bring you these classes. These computer classes are set up through **Moraine Park Technical College** and held in the Computer Lab at the Senior Center. The classes are taught at a relaxed pace and are open to ALL ages. You do NOT have to be a member of the Senior Center to take these classes.



HOW TO REGISTER

you can register at MPTC in person or by telephone at 922-8611 (ask for the registration desk). To pay, you can use a charge card over the telephone, mail in a check, or pay in person at MPTC. You will need the course number when you call MPTC. Some classes may have limits as to the number of students, so prompt registration is encouraged. Classes often fill fast. Note that when classes are full with waiting lists, "no shows" or late cancellations don't allow others to participate. Another consideration is that a class may be cancelled due to lack of enrollment (under 10 students). If you have any questions about the content of these classes, call the Senior Center at 322-3630 or stop by the front desk.

MPTC COMPUTER CLASSES

COURSE #	DAY	DATE	DAYS / WEEKS	TIME	TOTAL TIME	INSTRUCTOR	COST (62+)	COST (<62)
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COMPUTER BASICS 1

103-483-31411	M, T, W	January 7, 8, 9	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$33.23
103-483-31416	Friday	March 22, 29, April 15	3 weeks	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$33.23
103-483-31423	T, W, R	April 16, 17, 18	3 days	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$33.23
103-483-31427	M, T, W	May 13, 14, 15	3 days	9:00 a.m.—Noon	9 hrs	JoAnne Smith	\$4.00	\$33.23

Learn how to turn on equipment; what to expect once it is on; and how to use a mouse, run software and give commands to the computer. Hands-on experience is emphasized. This beginning-level course introduces basic computer information. Each student is required to bring a jump drive to class.

COMPUTER BASICS 2

103-485-31420	Friday	April 5, 12	2 days	Noon—4:30 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-485-31424	W, R, F	April 24, 25, 26	3 days	9:00 a.m.—Noon	9 hrs	Karen Beaman	\$4.00	\$33.23
103-485-31433	M, T, W	May 13, 14, 15	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$33.23

Learn how to create and save documents; bold, italicize and format documents; and work with files and folders on a computer. Hands-on experience is emphasized. Each student is required to bring a jump drive to class.

COMPUTER BASICS 3

103-490-31413	M, T, W	January 7, 8, 9	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$4.00	\$33.23
103-490-31421	T, W, R	April 16, 17, 18	3 days	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
103-490-31425	W, R, F	April 24, 25, 26	3 days	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23

Learn how to browse and search web pages as well as send and receive email. Build on the skills learned in Computer Basics for Beginners 1 and 2. Each student is required to bring a jump drive to class.

COMPUTER BASICS 4

103-491-31426	M, T	April 29, 30	2 days	Noon—4:30 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
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Explore in-depth concepts of computer software and hardware. This advanced computer basics course builds upon the knowledge and application technique skills learned in Computer Basics for Beginners 1, 2 and 3. Each student is required to bring a jump drive to class.

MICROSOFT EXCEL—LEVEL 1

103-453-31381	T, W, R	May 7, 8, 9	3 days	1:00—4:00 p.m.	9 hrs	Karen Beaman	\$4.00	\$33.23
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Provides a basic introduction to electronic spreadsheet software using Office XP. Spreadsheets enable you to enter data into rows and columns and then perform calculations on that data. Activities are focused on planning and creating a spreadsheet with emphasis on replicating, formatting and printing.

MORE MPTC COMPUTER CLASSES

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BEGINNING DIGITAL CAMERAS

105-605-31436	Thursday	January 3	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-605-31403	Monday	April 22	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50

Provides a basic introduction to electronic spreadsheet software using Office XP. Spreadsheets enable you to enter data into rows and columns and then perform calculations on that data. Activities are focused on planning and creating a spreadsheet with emphasis on replicating, formatting and printing.

INTERMEDIATE DIGITAL CAMERAS

105-609-31438	Friday	January 4	1 time	9:00 a.m.—1:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
105-609-31406	Thursday	May 16	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50

Examine the features of digital cameras. Learn the technology and jargon associated with digital cameras such as "megapixel" and "flash memory." Experiment with different types of digital cameras and learn how to share your digital photos with friends and family by e-mail and over the Internet.

DIGITAL PHOTO FUN

203-625-31404	Tuesday	April 23	1 time	9:00 a.m.—1:00 p.m.	4 hrs	JoAnne Smith	\$18.63	\$23.50
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Learn fun and creative ways to use those digital photos you've taken. The class will touch on the techniques used in digital scrapbooking and how to create photo wear and gifts. Several software packages will be demonstrated to help you create photo "stories" to share! Come join in the fun!

DIGITAL SCRAPBOOKING

306-623-31408	Friday	May 17	1 time	9:00 a.m. —2:00 p.m.	5 hrs	JoAnne Smith	\$25.94	\$33.25
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Use Microsoft Office 2007 PowerPoint and Picture Manager to edit photos and create digital scrapbook pages to share with your family and friends. Digital scrapbooking programs and other online possibilities will be explored. Bring your photos on a jump drive or CD to use in class.

PINTEREST

103-669-31482	Friday	January 23	1 time	2:00—4:00 p.m.	2 hrs	JoAnne Smith	\$11.31	13.75
103-669-31486	Tuesday	April 23	1 time	2:00—4:00 p.m.	2 hrs	JoAnne Smith	\$11.31	13.75

Pinterest lets you organize and share beautiful things you find on the web. People use pinboards to plan weddings, decorate homes, and organize favorite recipes. Learn to browse friends' pinboards and get inspiration from others who share your interests.

SETTING UP YOUR FACEBOOK PROFILE

103-678-31487	Friday	April 19	1 time	Noon—4:00 p.m.	4 hrs	JoAnne Smith	\$25.94	\$33.25
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Your profile page on Facebook tells the world who you are. It includes information like your background, interests, hobbies, relationships and more. We'll teach you how to fill out your profile to include your favorite things. Students should already have an email account.

IS THE iPad FOR YOU?

103-606-31479	Saturday	April 20	1 time	9:00 a.m.—Noon	3 hrs	JoAnne Smith	\$18.63	\$23.50
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Learn about the iPad to determine if you could use the iPad instead of a computer and/or as an additional computer. Connect wirelessly to the Internet almost anywhere there is access to a cell tower to send and receive email, read books, take pictures, look at photos, write letters and essays, research family trees, play games, watch movies, and listen to music—all with limited computer knowledge. Find out what decisions you need to make prior to purchase.

INTRODUCTION TO USING AN iPad

103-607-31480	W, R, F	May 1, 2, 3	3 days	1:00—4:00 p.m.	9 hrs	JoAnne Smith	\$40.56	\$52.75
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Learn how to use the iPad including how to set it up, how to find, install and use productivity and entertainment apps, how to access the Internet and use email, how to create files, and tips on how to perform useful functions and enjoy other features. You will need to have your own iPad.